

# Change Food Issuance Type

## Change Formula Issuance from the eWIC Card to Direct Ship

*Missouri cheat sheets cover MOWINS functionalities. The card should always be inserted before and after a change is made for the information to appear correctly on the card and in MOWINS. Users should be familiar with WIC policies. Please contact your technical assistance staff with questions.*

### Direct Ship the Benefits:

- Click the **Benefit Management** menu.
- Select **Food Adjustment Wizard**.
- Click **OK** (or press the Enter key on the keyboard) since MOWINS defaults to the **Change Food Already Issued** radio button.
- Select **FORMULA** from *Food Category* drop-down.
- Click **OK** (or press the Enter key on the keyboard) to open the *Enter Return Quantity* dialogue.
  - The quantity returned can be zero (0).
- Click **OK** (or press the Enter key on the keyboard) to open the *Select Formula* screen.
- Select the formula issued to the participant.
- Click **OK** (or press the Enter key on the keyboard) to open the *Formula Replacement* screen.
- Click the checkbox in the *Direct Ship* column for the current month only.
- Click **Send EBT Data**.
- Click the **In Stock** radio button on the *Direct Shipped Benefit Items* screen.
- Click **Finish**.
- Click **OK** (or press the Enter key on the keyboard) on the *Formula Replacement* message.

### Print Account Balance:

- Click the **Benefit Management** menu.
- Select **Print EBT Account Balance**.
- Select the **Send to Printer** radio button.
- Select **OK** (or press the Enter key on the keyboard).